BACKING UP YOUR DATA

FILES TO BACK UP

YOU SHOULD BACKUP THE FILES THAT YOU CAN'T AFFORD TO LOSE

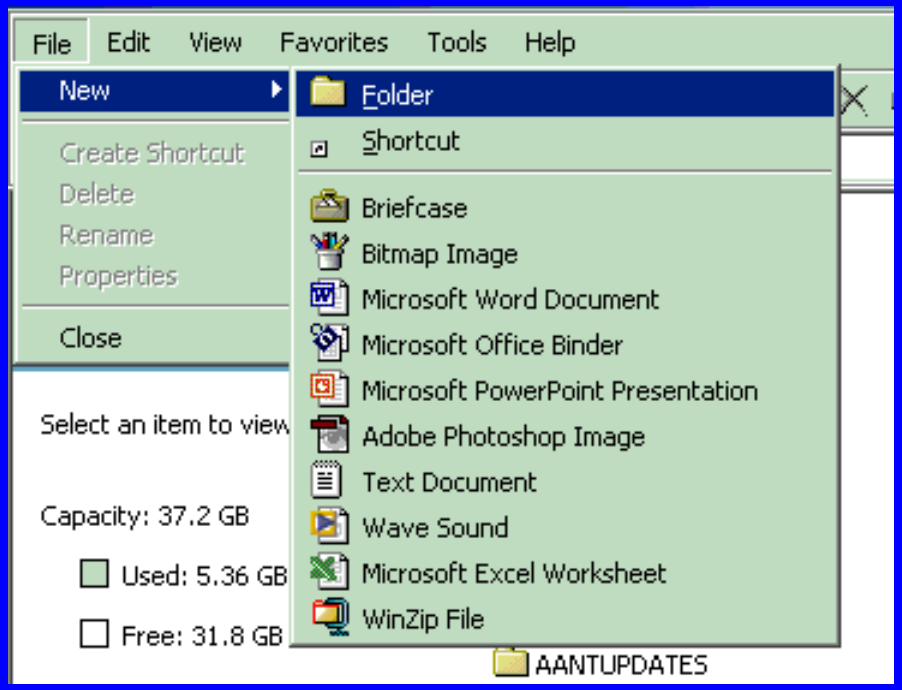
YOUR PERSONAL MAIL FILES

IMPORTANT DOCUMENTS, SPREADSHEETS, POWER POINT PRESENTATIONS ETC.

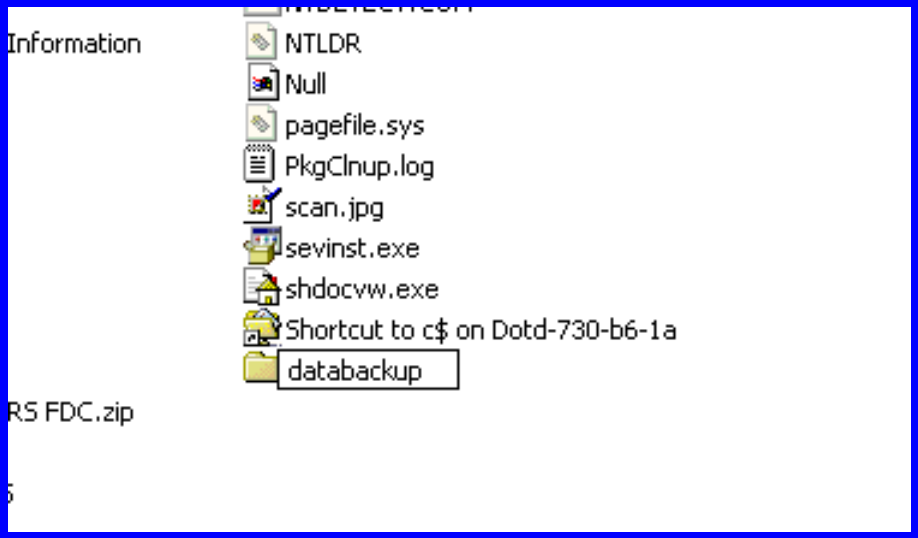
THE FOLLOWING SLIDES WILL DEPICT HOW TO FIND YOUR PERSONAL MAIL FILES AND HOW TO CUT A CD OF YOUR FILES IF YOU HAVE A CD WRITER

IF YOU DON'T, PUT THE FOLDER ON THE DOTD DRIVE AND ASK SOMEONE TO CUT THE CD FOR YOU

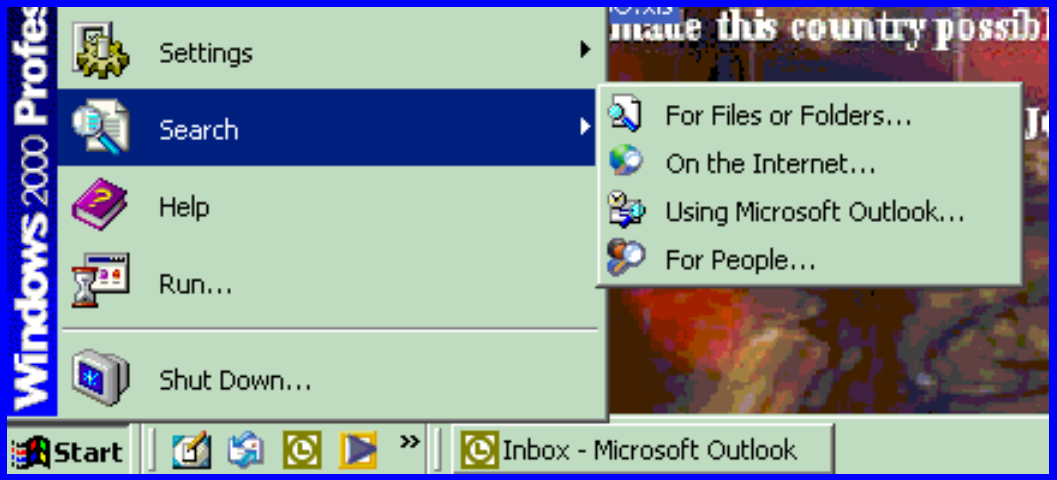
ONLY BACKUP DATA, NOT THE ENTIRE HARD DISK



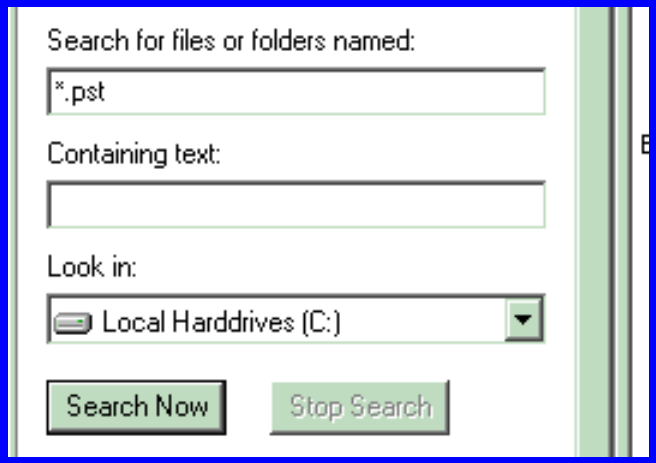
FIRST CREATE A FOLDER FOR THE DATA YOU WANT TO SAVE



NAME IT APPROPRIATELY

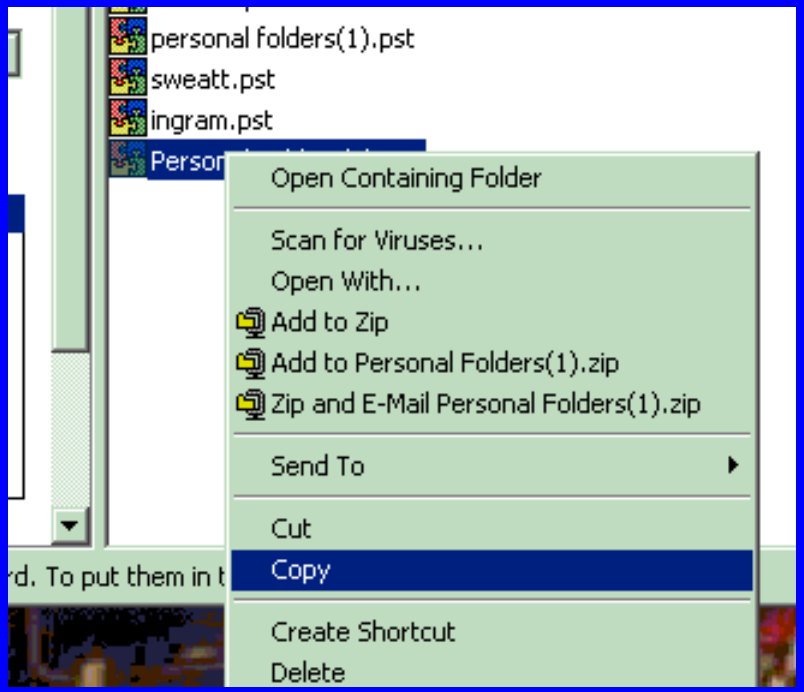


CLICK START
SEARCH
FOR FILES OR FOLDERS

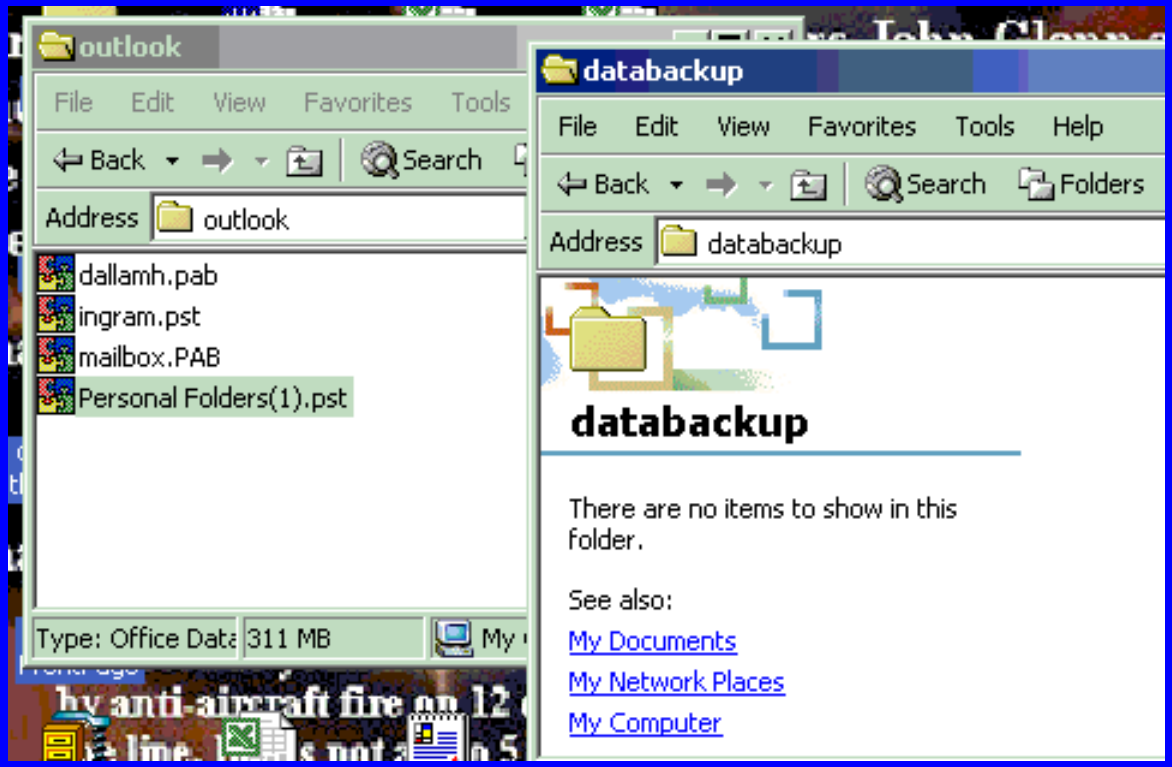


TYPE WHAT YOU SEE IN THE BOX ABOVE
CLICK SEARCH NOW

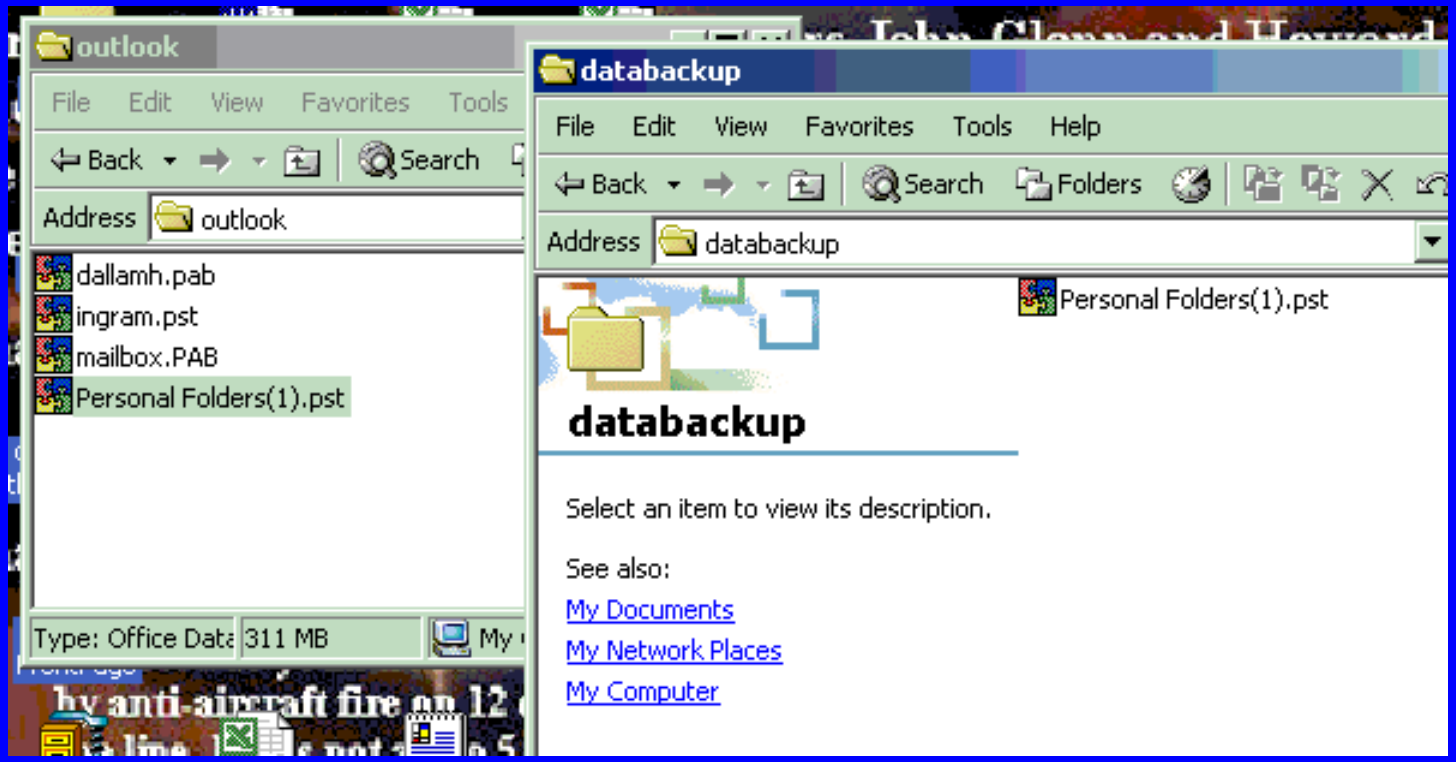
CLICK ON THE APPROPRIATE PST FILE AND IT WILL SHOW YOU WHERE IT IS LOCATED



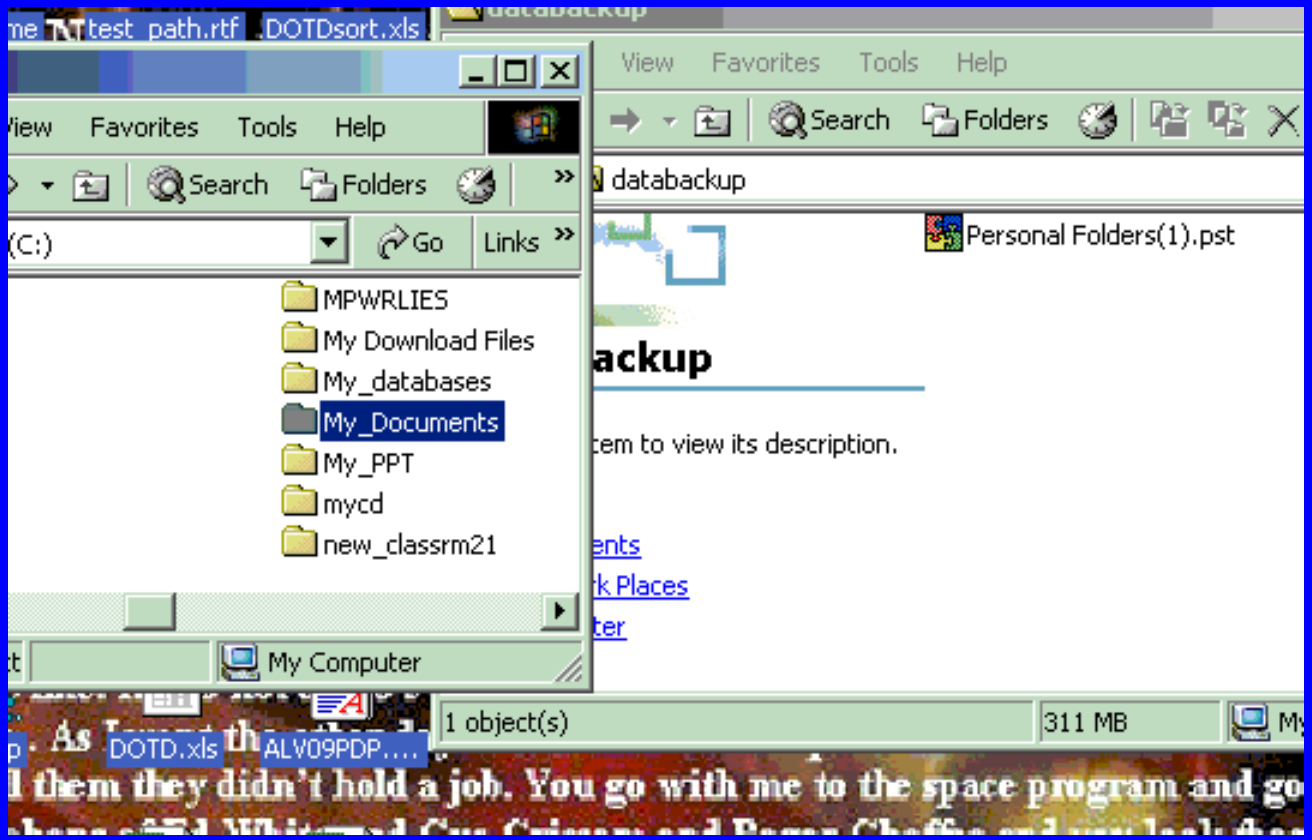
RIGHT CLICK ON IT AND COPY IT



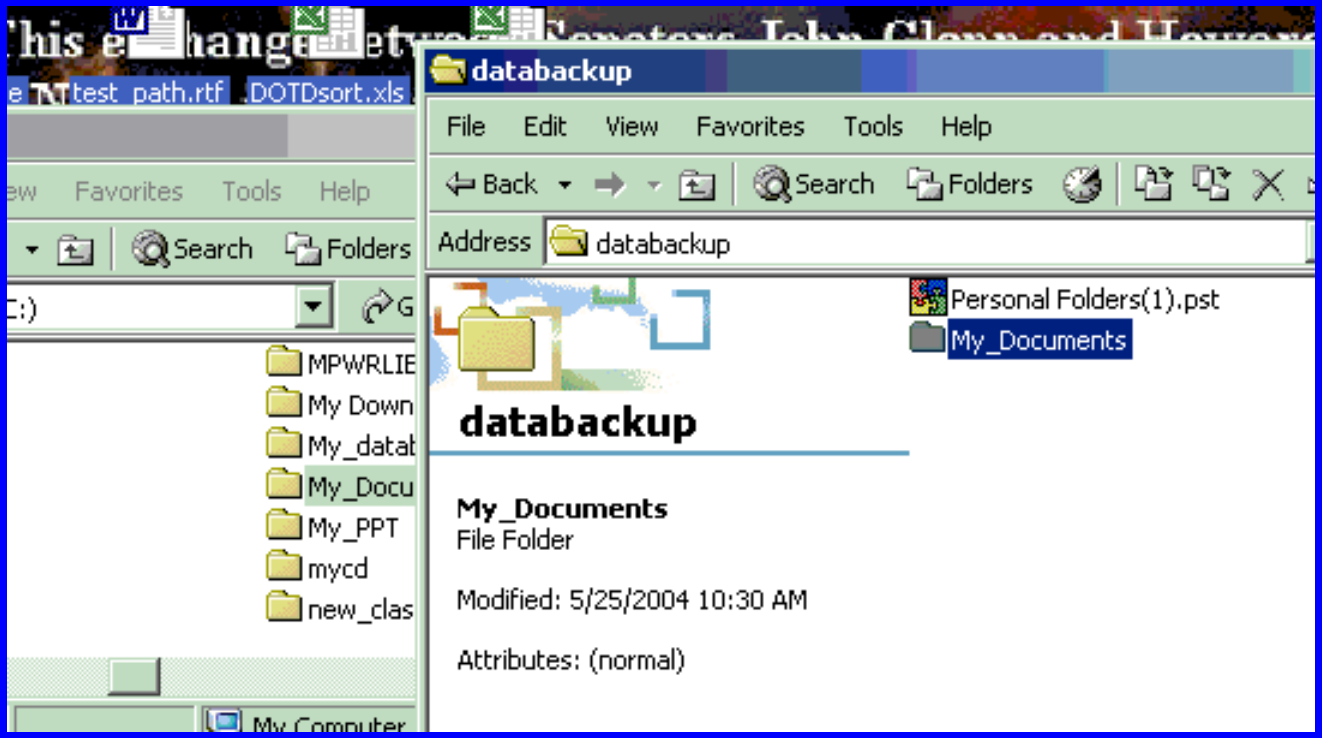
OPEN BOTH THE NEW FOLDER YOU CREATED AND THE FOLDER THAT CONTAINS YOUR PERSONAL MAIL FILES



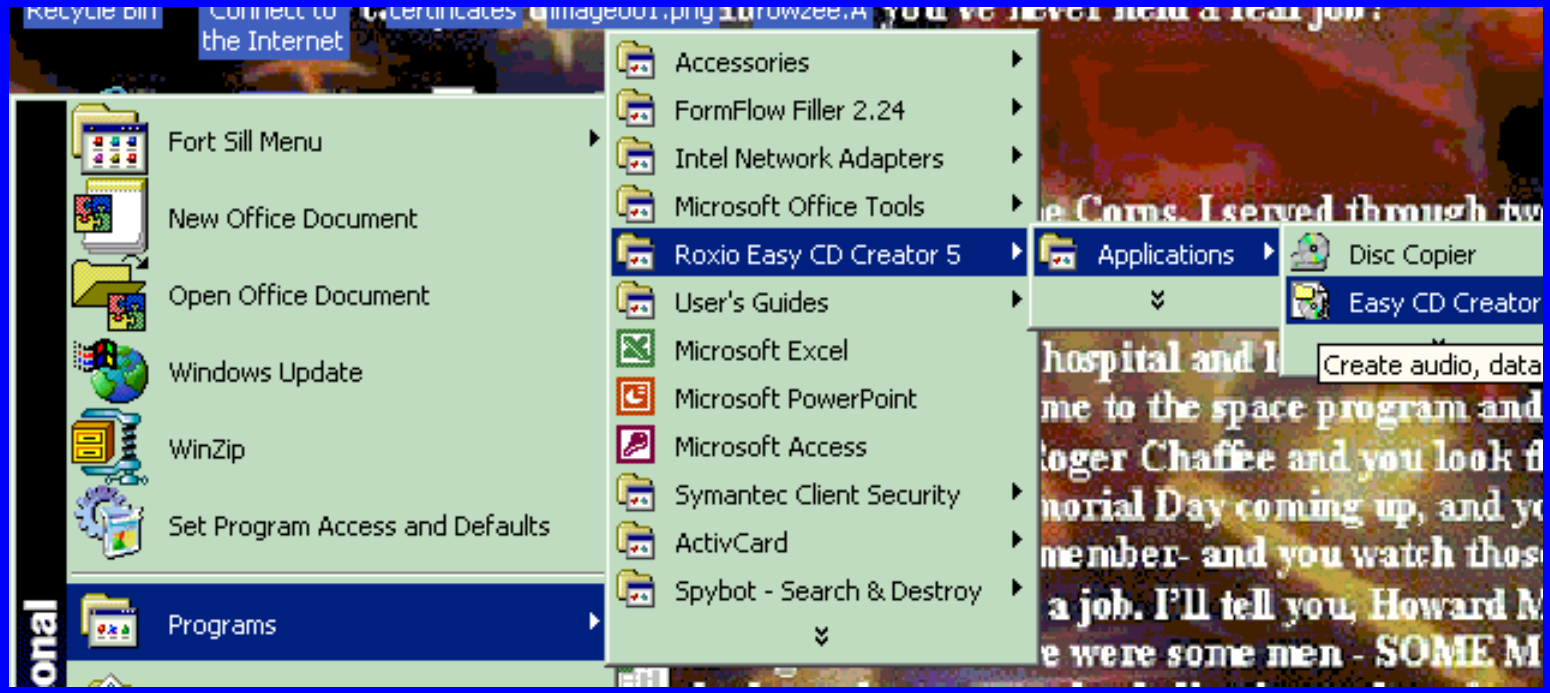
COPY THE PERSONAL MAIL FILES IN YOUR FOLDER FOR BACKING UP YOUR DATA



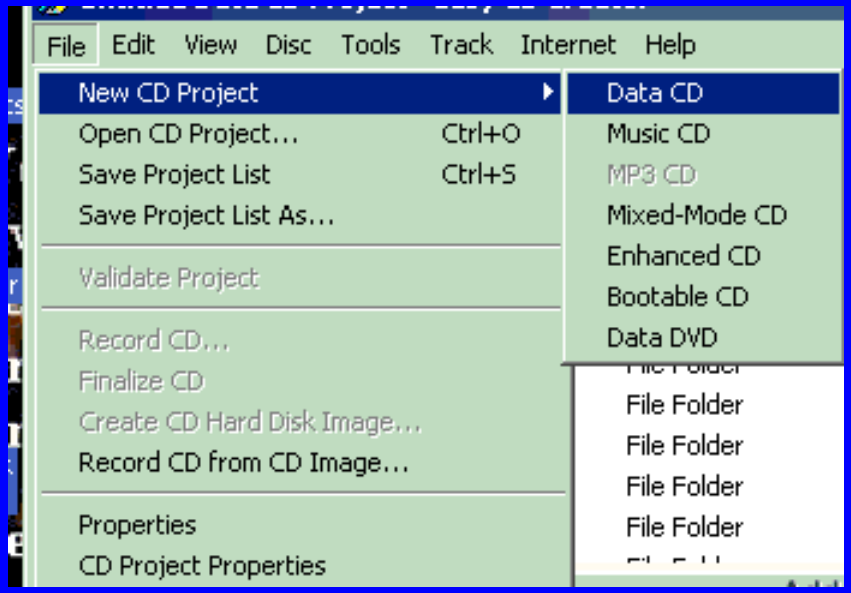
NOW FIND THE OTHER DATA YOU WANT TO SAFEGUARD



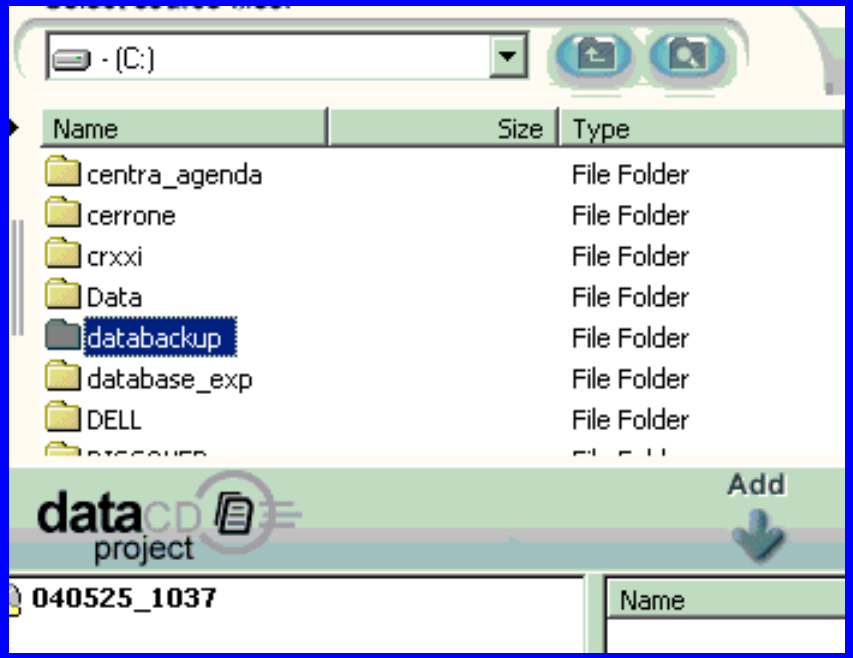
ADD YOUR OTHER DATA TO THE FOLDER
WHEN YOU HAVE ALL THE DATA IN THE FOLDER, NEXT STEP IS TO CUT A CD



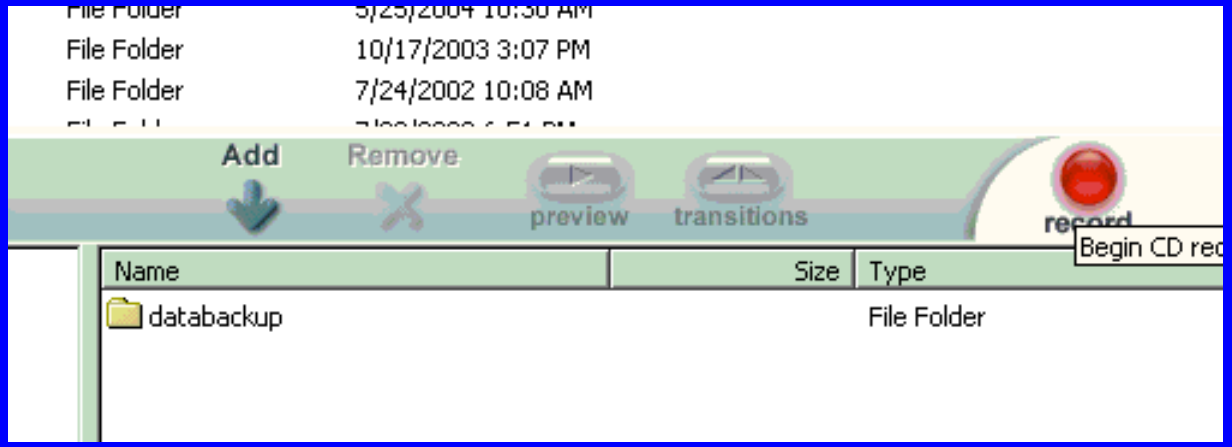
CLICK START PROGRAMS, YOUR CD WRITER APPLICATION



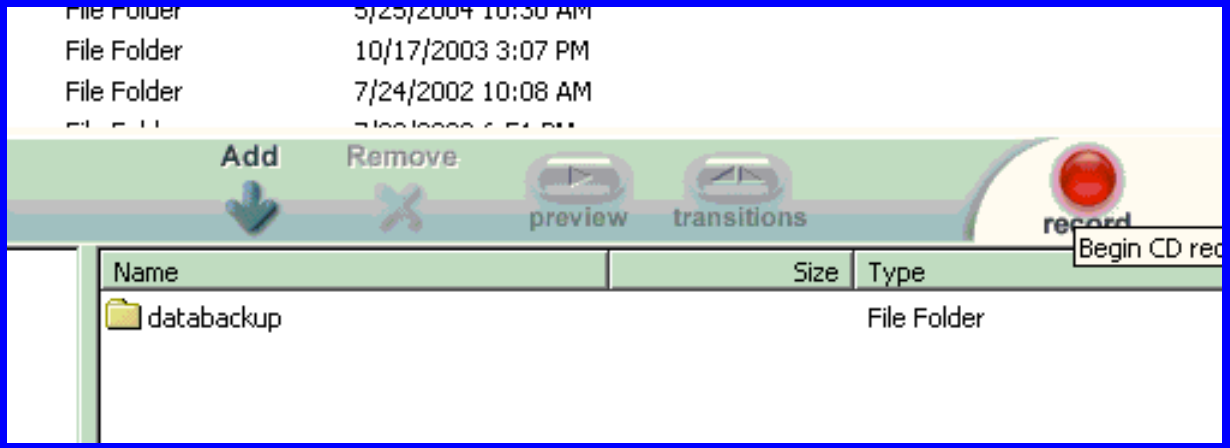
SELECT DATA CD



THE PROGRAM WILL DISPLAY YOUR HARD DISK



SELECT THE APPORPRIATE FILES AND FOLDERS AND ADD TO THE PROJECT



ONCE YOU HAVE SELECTED ALL DESIRED FILES, RECORD THE CD.
IF YOU DO NOT HAVE A CD WRITER, MOVE THE FOLDER TO A NETWORK DRIVE AND HAVE SOMEONE CUT THE CD FOR YOU
AFTER THE CD IS CUT, DELETE THE FOLDER FROM THE NETWORK DRIVE

ESTABLISH A BACKUP PROGRAM THAT WILL KEEP YOU FROM BEING SOL IF YOUR COMPUTER CRASHES